Overview & Highlights

Account Settings Sections:

- **Organization Vendor Record:** The copy of your information held by the Organization that you are currently logged into
- **Global Vendor Record:** The master record that you can maintain and that persists through all of Bonfire's portals. This record is solely controlled and edited by you
- **Name:** Edit your name here
- **Email and Password:** Edit your login email or change your password
- **Profile Picture:** You can upload a profile picture to associate with your account in this area
- **Preferred Language:** You can change your portal language to our five options of English, French, Russian, Spanish or Portuguese
- **Timezone:** All dates in the app will be displayed relative to your chosen timezone

Quick Resources

Video Walkthrough

Detailed training: Check out our full training video on [Account Settings](#).

Quick Video: Check out our high-level overview video, which contains a walkthrough of the [Vendor Registration and Submission](#) process

Bonfire Resources/Articles:

- [Account Setting Overview (for Vendors)](#)
- [Updating Profile Documents After Registration](#)
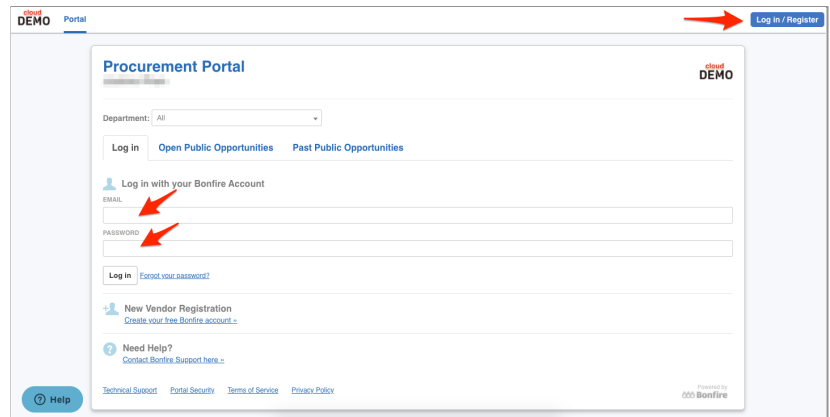- [How do I edit my Vendor Type(s)?](#)

Account Settings Overview

Accessing Account Settings

See what information is stored by a specific organization
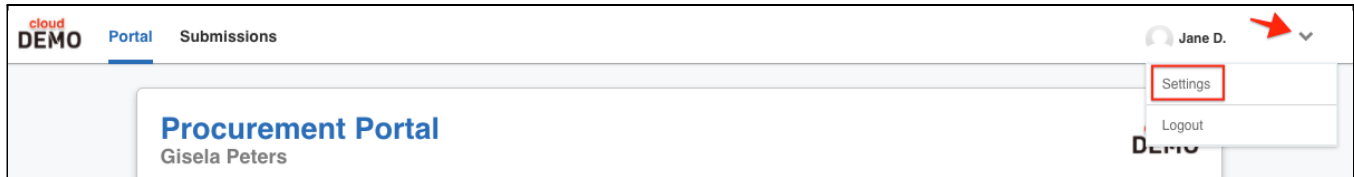
- ❏ **Log into the portal**

  (If you do not have an account please Register for one).

- ❏ **Enter Account Settings**

  Once you have logged into your account via any organization's portal, you will see your name and an arrow in the top right corner. Click the arrow, and click **Settings** to begin.
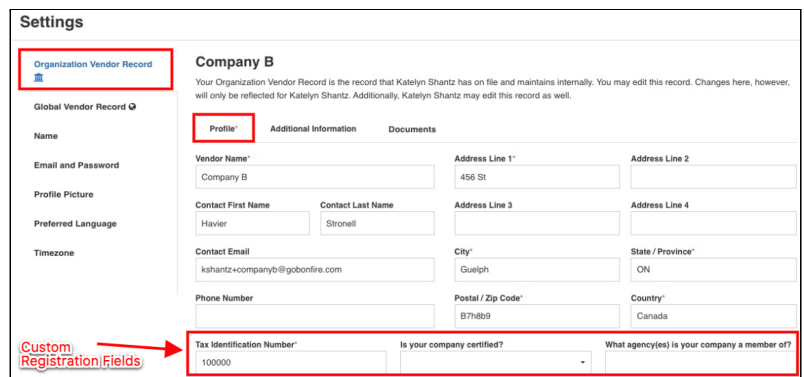
Organization Vendor Record

See what information is stored by a specific organization

- ❏ **What is an Organization Vendor Record?**

  Your Organization Vendor Record is the copy of your information held by the Organization that you are currently logged into. Changes here will only be reflected in the institution that is hosting the opportunity. The institution hosting the opportunity may edit this record as well.
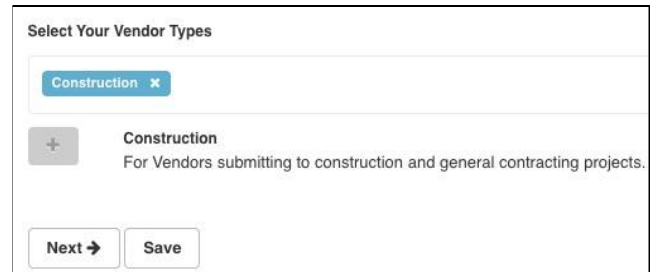
- ❏ **Profile**

  Enter and edit any personal or company information. Custom registration fields created by the organization you're logged in to will appear here.
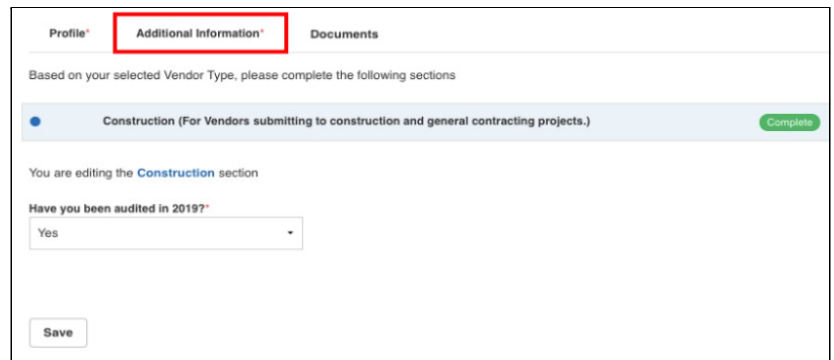
❏ **Profile - Vendor Types**

The bottom of the Profile tab is where you can select your Vendor Type if options are listed. These are created by the organization and let them know what you specialize in and then require documents or other information accordingly.
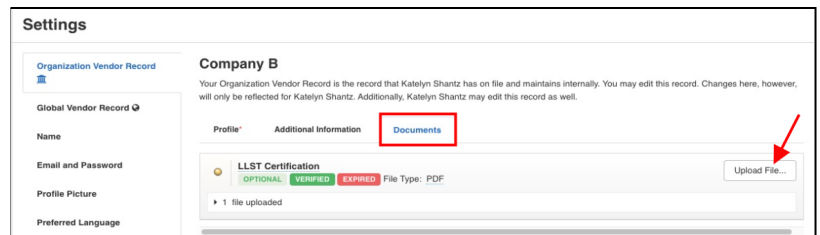

❏ **Additional Information**

The Additional Information tab houses any additional information requirements specific to the Vendor Type you selected. If this tab does not appear in an Organization Vendor Record, that means that no further Vendor Type-specific information is required by that Organization.

❏ **Documents**

Keep track of any documents requested by the Organization affiliated with your vendor registration. This is also where you can update any Expired documents.
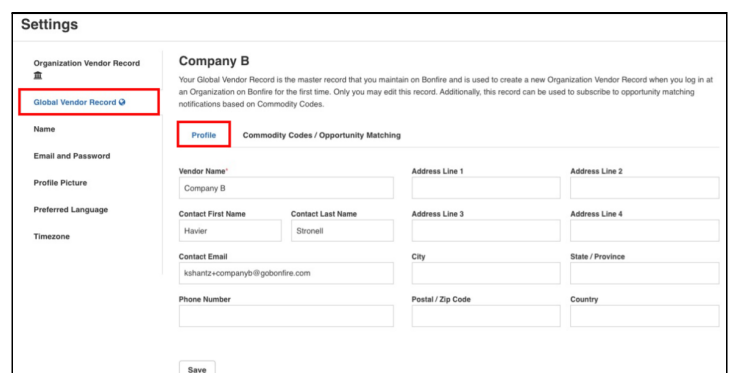

Global Vendor Record

❏ **What is a Global Vendor Record?**

Your Global Vendor Record is the master record that you can maintain and that persists through all of Bonfire's portals. This record is solely controlled and edited by you.

❏ **Profile**

Enter and edit any personal or company information. This information is used to create a new Organization Vendor Record when you log in at an Organization on Bonfire for the first time.

❏ **Commodity Codes/Opportunity Matching**

Commodity Codes help to identify your business and match you with related opportunities. You can subscribe to opportunity matching notifications which will allow you to be notified of future Bonfire opportunities that are associated with your indicated Commodity Codes and the Service Region(s) you selected.

Name

❏ **Edit first and last name**

The Name section allows you to input and edit your First Name and Last Name. Once you have made your changes, click **Save.**

Email and Password

❏ **Change your email**

At any time you can go into this section and edit your account login email under the **Change Your Email** heading. After editing your email, enter your password, select *I'm not a robot*, and then click **Change**.
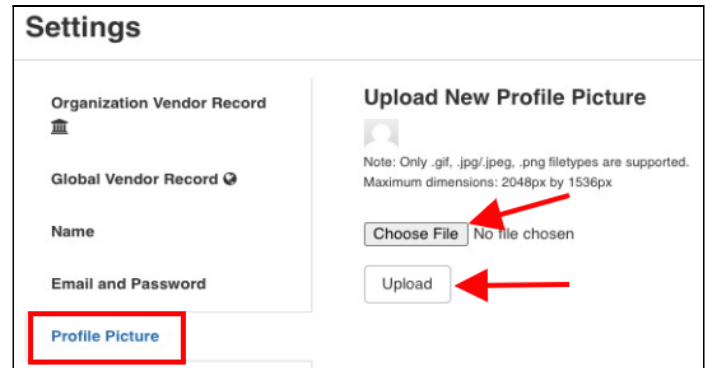
❏ **Change your password**

You can change your password if you wish to. Once you type in your updated password, click the corresponding **Change** button to save those changes.

Profile Picture

❏ **Add or change your profile picture**

You can choose to associate a profile picture with your account. By selecting the **Choose File** button you can upload any photo in a .gif, .jpg, .jpeg, or .png format. Once you have selected your file, click the **Upload** button to finish uploading your profile picture.
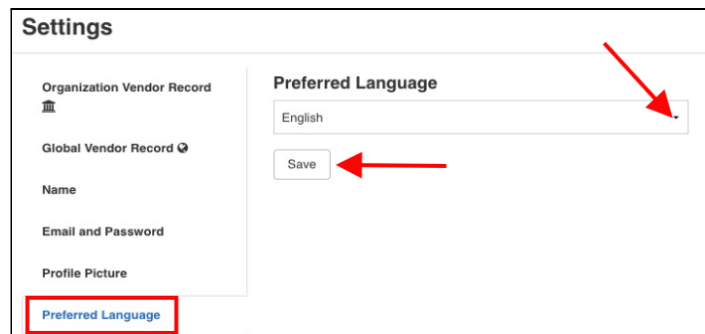
Preferred Language

❏ **Set the language you want to use Bonfire in**

You can adjust the default language that the portal is displayed in. From the drop-down menu, you can choose between one of five languages (English, Russian, French, Portuguese, Spanish). Do note that this preferred language setting is strictly for your profile only and will not impact other users.
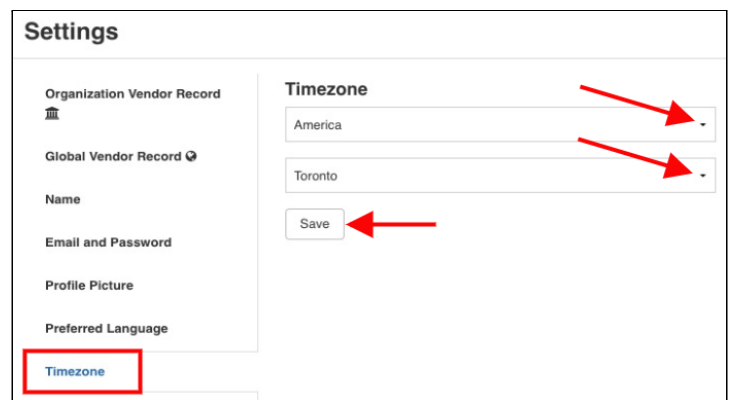
Timezone

❏ **Select your timezone**

By default, all dates and times on the portal are displayed using the Organization's timezone. However you can set your own personal timezone preference through this section to display all dates in the app relative to your chosen timezone.